

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3113

TITLE: Environmental Health Supervisor

GRADE: S-26

DEFINITION:

Under direction, supervises a group of Environmental Health Specialists; plans, organizes, and implements quality assurance for Environmental Health Services and provides service delivery in highly complex situations in one or more specialty areas: housing and vector (insects, animals, etc.), on-site sewage disposal (septic system)/private water supply (wells), consumer services (food service, milk, swimming pools, child care, etc.), air pollution, chemical hazards, and plan review; participates in the development of division goals and objectives; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Environmental Health Specialist III class in its emphasis on service delivery in specialty areas, code revision and supervision over Environmental Health Specialists.

This class is distinguished from the Environmental Health Program Manager class in its emphasis on first line supervision and direct service delivery in specialty areas as opposed to managerial and administrative duties.

ILLUSTRATIVE DUTIES:

Trains and evaluates lower level staff in the extraction, inspection, testing, and analysis of samples;
Plans and establishes workloads, communicates priorities to staff;
Interviews and selects staff;
Monitors and evaluates the work of staff through site visits, staff meetings, status reports, and periodic review of work;
Conducts extraordinarily complex or unique surveys and studies;
Coordinates the efforts of Health Department personnel with those of other County, State, and Federal agencies on major projects and/or hazardous situations;
Reviews and authorizes release of technical reports or official correspondence to the public, County, State, and Federal agencies;
Provides direct service delivery in highly complex technical situations;
Assists Environmental Health team in providing service delivery as needed;
Gives assistance and guidance to subordinates on difficult cases, suggesting possible approaches;
Studies and analyzes records and reports to identify trends or problems and to evaluate effectiveness of programs;
Provides expert interpretation of codes, policies, and regulations to staff, the public (including property owners, business operators, developers/real estate agents, engineering professionals), other County agencies and other jurisdictions;
Develops and recommends changes to County code when appropriate;
Participates in the development and implementation of division goals and objectives;

Makes presentations on Health Department activities at public hearings and responds to media inquiries on environmental health hazards and emergencies;

Testifies as an expert witness at hearings and court proceedings;

Assists in budget preparation;

As necessary, assumes the responsibilities of the program manager in his/her absence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of public health standards and advanced inspection/investigation procedures related to specialty area(s);

Comprehensive knowledge of methods and techniques used for prevention of disease caused by contaminated food, vectors, and other environmental hazards;

Knowledge of the concepts and principles of biology, chemistry, physics, and statistics;

Thorough knowledge of, and the ability to interpret and enforce County, Federal, and State laws, codes, and ordinances governing public and environmental health;

Skill in training staff on the methods and techniques of fact-finding, analysis, and resolution of environmental health problems;

Skill in advanced sampling and analysis techniques related to specialty area (s);

Skill in public speaking and making presentations;

Ability to evaluate the work of professional level staff;

Ability to plan, organize, and monitor inspection, investigation and survey projects which may involve the efforts of a variety of agency, County, State, and Federal participants;

Ability to read, analyze, and interpret maps, plans, and schematic drawings (including architectural plans and topographic plats);

Ability to read and interpret laboratory test results;

Ability to communicate effectively, both orally and in writing;

Ability to establish and maintain effective working relationships;

Ability to operate a motor vehicle.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to: Graduation from an accredited four-year college or university with a Bachelor's degree in Environmental Health or a Bachelor's degree with at least thirty (30) semester hours of course work in the physical or biological sciences; PLUS,

Four years of experience in the environmental health field, at or above a level equivalent to Environmental Health Specialist II.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License. Must provide automobile for personal transportation in the performance of official duties.

REVISED: August 15, 1997

REVISED AND RETITLED: July 26, 1993